

*Please provide the following information, and submit to the NOAA DM Plan Repository.*

**Reference to Master DM Plan (if applicable)**

*As stated in Section IV, Requirement 1.3, DM Plans may be hierarchical. If this DM Plan inherits provisions from a higher-level DM Plan already submitted to the Repository, then this more-specific Plan only needs to provide information that differs from what was provided in the Master DM Plan.*

URL of higher-level DM Plan (if any) as submitted to DM Plan Repository:

**1. General Description of Data to be Managed****1.1. Name of the Data, data collection Project, or data-producing Program:**

Coastal Discard Logbook Survey (Vessels)

**1.2. Summary description of the data:**

This data set contains data on the type and amount of marine resources that are discarded or interacted with by vessels that are selected to report to the Southeast Fisheries Science Centers Coastal Fisheries Logbook Program. The supplemental discard program was initiated by the SEFSC in July 2001 and data collection began in August. To reduce the reporting burden on the fishermen, a 20 sample of the vessels with a Gulf of Mexico, South Atlantic snapper-grouper, king mackerel, Spanish mackerel or shark permit was selected to report. To assure that the sample is representative of the total universe of vessels with Federal permits, a stratified, random sample is selected from the universe of all vessels with the above types of Federal permits. The first year a 3 tiered stratification was used. One tier was geographical, and the universe was divided into two geographical strata - the Gulf of Mexico (Florida Keys to the Texas-Mexican border) and the South Atlantic (which extends from the North Carolina - Virginia border to the Florida Keys). The second stratum was based on the type of gear. There were 5 categories in this stratum - handline, longline, trolling, trap and gill nets. The third stratum was based on the fishing activity of the vessels during calendar year 2000. There were two strata in this tier - (1) vessels that made between 1 and 10 trips and (2) vessels that made more than 10 trips. In all, there were 20 strata for the sampling in the first year. However, there were too few boats that used gill nets in the Gulf of Mexico, so all of the boats that used gill nets in the Gulf were combined into a single stratum. As a result, 20 of the vessels in the 19 strata were selected at random to submit a discard form along with their regular coastal fisheries logbook form for each trip. For subsequent years, the strata were reduced to only two, instead of three. The fishing activity stratum was eliminated because too many of the vessels changed their fishing patterns and moved to a different stratum throughout the year. Consequently, 10 strata, two geographical and 5 gear strata, continue to be used for random selections of vessels that are required to submit their discard information. In addition, the selections are made without replacement. That is, if a vessel is selected, it is removed from selection for the next couple of years, until all vessels have been selected in the respective strata.

Fishermen are asked to provide the numbers of fish or shellfish that they discarded during the fishing trip. They are also asked to record any interactions with marine mammals or endangered species that they had during the trip. In addition, they are asked to estimate the condition of the fish (animals) when they were released. The fishermen are given 6 options for the condition of released fish. These options are all animals are dead, majority of the animals are dead, all animals are alive when released, majority of animals are alive, the fish are kept but not sold, and the condition of the animals is unknown. The fishermen are also asked to specify one of two reasons why the fish (animals) were discarded. The choices are either regulatory discards or because the fish were not marketable.

**1.3. Is this a one-time data collection, or an ongoing series of measurements?**

Ongoing series of measurements

**1.4. Actual or planned temporal coverage of the data:**

2001 to Present

**1.5. Actual or planned geographic coverage of the data:**

W: -98, E: -65, N: 45, S: 24

Gulf Of Mexico And U.S. South Atlantic Ocean

**1.6. Type(s) of data:**

*(e.g., digital numeric data, imagery, photographs, video, audio, database, tabular data, etc.)*

Table (digital)

**1.7. Data collection method(s):**

*(e.g., satellite, airplane, unmanned aerial system, radar, weather station, moored buoy, research vessel, autonomous underwater vehicle, animal tagging, manual surveys, enforcement activities, numerical model, etc.)*

Instrument: N/A

Platform: N/A

Physical Collection / Fishing Gear: N/A

**1.8. If data are from a NOAA Observing System of Record, indicate name of system:**

**1.8.1. If data are from another observing system, please specify:**

**2. Point of Contact for this Data Management Plan (author or maintainer)**

**2.1. Name:**

David Gloeckner

**2.2. Title:**

Metadata Contact

**2.3. Affiliation or facility:**

**2.4. E-mail address:**

David.Gloeckner@noaa.gov

**2.5. Phone number:**

305-361-4257

**3. Responsible Party for Data Management**

*Program Managers, or their designee, shall be responsible for assuring the proper management of the data produced by their Program. Please indicate the responsible party below.*

**3.1. Name:**

Steve C Turner

**3.2. Title:**

Data Steward

**4. Resources**

*Programs must identify resources within their own budget for managing the data they produce.*

**4.1. Have resources for management of these data been identified?**

Yes

**4.2. Approximate percentage of the budget for these data devoted to data management (specify percentage or "unknown"):**

70

**5. Data Lineage and Quality**

*NOAA has issued Information Quality Guidelines for ensuring and maximizing the quality, objectivity, utility, and integrity of information which it disseminates.*

**5.1. Processing workflow of the data from collection or acquisition to making it publicly accessible**

*(describe or provide URL of description):*

Process Steps:

- Fishermen submit logbook forms submitted by mail to the logbook program in Miami. Forms are corrected, then sent to a data entry contractor. Data are received from the contractor in a standardized file, which is loaded to Oracle for storage after being validated.

**5.1.1. If data at different stages of the workflow, or products derived from these data, are subject to a separate data management plan, provide reference to other plan:**

**5.2. Quality control procedures employed (describe or provide URL of description):**

Comparison against valid list of values and historical distribution of values.

## 6. Data Documentation

*The EDMC Data Documentation Procedural Directive requires that NOAA data be well documented, specifies the use of ISO 19115 and related standards for documentation of new data, and provides links to resources and tools for metadata creation and validation.*

### 6.1. Does metadata comply with EDMC Data Documentation directive?

Yes

#### 6.1.1. If metadata are non-existent or non-compliant, please explain:

### 6.2. Name of organization or facility providing metadata hosting:

NMFS Office of Science and Technology

#### 6.2.1. If service is needed for metadata hosting, please indicate:

### 6.3. URL of metadata folder or data catalog, if known:

<https://inport.nmfs.noaa.gov/inport/item/3840>

### 6.4. Process for producing and maintaining metadata

*(describe or provide URL of description):*

Metadata produced and maintained in accordance with the NMFS Data Documentation Procedural Directive: <https://inport.nmfs.noaa.gov/inport/downloads/data-documentation-procedural-directive.pdf>

## 7. Data Access

*NAO 212-15 states that access to environmental data may only be restricted when distribution is explicitly limited by law, regulation, policy (such as those applicable to personally identifiable information or protected critical infrastructure information or proprietary trade information) or by security requirements. The EDMC Data Access Procedural Directive contains specific guidance, recommends the use of open-standard, interoperable, non-proprietary web services, provides information about resources and tools to enable data access, and includes a Waiver to be submitted to justify any approach other than full, unrestricted public access.*

### 7.1. Do these data comply with the Data Access directive?

Yes

#### 7.1.1. If the data are not to be made available to the public at all, or with limitations, has a Waiver (Appendix A of Data Access directive) been filed?

#### 7.1.2. If there are limitations to public data access, describe how data are protected from unauthorized access or disclosure:

### 7.2. Name of organization of facility providing data access:

Southeast Fisheries Science Center

**7.2.1. If data hosting service is needed, please indicate:**

No

**7.2.2. URL of data access service, if known:**

<http://www.sefsc.noaa.gov/fisheries/reporting.htm>

**7.3. Data access methods or services offered:**

Read and sign for NOAA Administrative Order 216 100 Read and sign System Access Application (see URLs) Contact DBA Daniel Leon at [daniel.leon@noaa.gov](mailto:daniel.leon@noaa.gov) for userid password.

**7.4. Approximate delay between data collection and dissemination:**

60

**7.4.1. If delay is longer than latency of automated processing, indicate under what authority data access is delayed:**

Confidentiality of business information

**8. Data Preservation and Protection**

*The NOAA Procedure for Scientific Records Appraisal and Archive Approval describes how to identify, appraise and decide what scientific records are to be preserved in a NOAA archive.*

**8.1. Actual or planned long-term data archive location:**

*(Specify NCEI-MD, NCEI-CO, NCEI-NC, NCEI-MS, World Data Center (WDC) facility, Other, To Be Determined, Unable to Archive, or No Archiving Intended)*

To Be Determined

**8.1.1. If World Data Center or Other, specify:****8.1.2. If To Be Determined, Unable to Archive or No Archiving Intended, explain:**

N/A

**8.2. Data storage facility prior to being sent to an archive facility (if any):**

Southeast Fisheries Science Center - Miami, FL

Location Of The Main Office Of The South East Fisheries Science Center

**8.3. Approximate delay between data collection and submission to an archive facility:**

730

**8.4. How will the data be protected from accidental or malicious modification or deletion prior to receipt by the archive?**

*Discuss data back-up, disaster recovery/contingency planning, and off-site data storage relevant to the data collection*

The data resides on a secure database server only accessible through the NMFS network requiring separate multi-factor authentication for both network and database access.

**9. Additional Line Office or Staff Office Questions**

*Line and Staff Offices may extend this template by inserting additional questions in this section.*